



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: State Board of Optometry
Sub-Section:

TITLE: Complaints and Investigations

CUTOFF: date of disposition

DESCRIPTION: Complaints and Investigations - original complaint, supporting documentation, and correspondence about a Missouri licensed Optometrist. Includes actions of the Board such as any disciplinary action taken or dismissal of the complaint.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20810

SERIES STATUS: Approved

APPROVAL DATE: 6/15/2005

TITLE: Completed Application for Licensure

CUTOFF: completion of application process

DESCRIPTION: Completed Application for Licensure - application forms and supporting documentation required to become licensed in the State of Missouri.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3531

SERIES STATUS: Approved

APPROVAL DATE: 6/15/2005

TITLE: Continuing Education Approval Requests

CUTOFF:

DESCRIPTION: Continuing Education Approval Requests - applications and supporting documentation from individuals requesting approval to provide continuing education courses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19519

SERIES STATUS: Approved

APPROVAL DATE: 6/15/2005



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: State Board of Optometry
Sub-Section:

TITLE: Fiscal Ledgers

CUTOFF: EOSFY

DESCRIPTION: records of all income received by examinations, annual renewal fees, corporation fees, etc. from July 1 through June 30. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22747

SERIES STATUS: Approved

APPROVAL DATE: 6/15/2005

TITLE: Incomplete and Withdrawn Application File

CUTOFF:

DESCRIPTION: Incomplete and Withdrawn Application File - applications with missing documentation required for licensure that are not or can not be completed by potential licensee; or voluntary withdrawal of application before the completion of the application process by the potential licensee.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19512

SERIES STATUS: Approved

APPROVAL DATE: 6/15/2005

TITLE: Legal Cases

CUTOFF: date of disposition

DESCRIPTION: Legal Cases - cases that have been heard by the Board and the Administrative Hearing Commission and/or cases involving litigation brought against the Board.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20811

SERIES STATUS: Approved

APPROVAL DATE: 6/15/2005



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: State Board of Optometry
Sub-Section:

TITLE: License Renewal Notices		CUTOFF: renewal date	
DESCRIPTION: License Renewal Notices - includes renewal forms, continuing education forms, fees and audits. Renewals must be completed every two years and should be maintained for two filing periods, per 4 CSR 210-2.030(8).		RETENTION: Years: 6 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 3533	SERIES STATUS: Approved	APPROVAL DATE:	6/15/2005
TITLE: Licensee Verification		CUTOFF:	
DESCRIPTION: Credentialing bodies or employers requesting verification - no fee paid.		RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 19516	SERIES STATUS: Approved	APPROVAL DATE:	6/15/2005
TITLE: Professional Corporations - copy		CUTOFF:	
DESCRIPTION: Professional Corporations - copy - original in Secretary of State's Office. Application for incorporation that is submitted to the State Board of Optometry for certification, including fees, before being submitted to the Secretary of State's Office. May be destroyed after conclusion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 19514	SERIES STATUS: Approved	APPROVAL DATE:	6/15/2005